

Legislative Information Systems Auditor 1

The Comptroller of the Treasury is currently hiring for a Full-Time, Legislative Information Systems Auditor 1, which starts at \$3,674 per month. There are positions available with the Division of State Audit in Nashville and with the Division of Local Government Audit in the Dickson area, which are responsible for aiding, instructing and supervising personnel engaged in auditing tasks related to information systems (IS) and performs professional IS auditing work for the Department of Audit.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competency, knowledge, skill, and/or ability required with or without reasonable accommodation.

Education and Experience

Graduation from an accredited college or university with a major in accounting, computer information systems, computer science or a business or mathematics related curriculum with a minor or equivalent experience in information systems. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

MAJOR RESPONSIBILITIES:

- Examines the IS related functions of the accounts or books of a state department or agency, county, and municipal government unit in conjunction with state, county or municipal auditors, to determine if the accounts and results of the various types of transactions have been properly controlled, entered into, operated upon and correctly dispensed by the IS function
- Performs IS audit assignments including the evaluation of organizational structure, IS related equipment hardware, operating systems software, production programs and systems, physical installation, budgetary considerations, procurement, cost allocations, systems development, computer operations
- Establishes and references IS standards and procedures
- Prepares audit working papers in standard form giving information relative to the extent of the examinations and findings
- Adjusts, lists, and reports to the supervisor all errors found
- Composes correspondence regarding auditing work
- Instructs and teaches other auditors in the general aspects of the IS function and auditing thereof, and assists other auditors in the more difficult aspects of IS related auditing tasks.

KNOWLEDGE, SKILLS, AND ABILITIES:

A successful employee in this position has considerable knowledge of basic IS principles, concepts, standards and procedures relating to a business environment; some knowledge of systems analysis and design, computer theory in hardware, communications, operating systems, data base concepts, and applications development procedures, and ability to program in one or more languages. Candidates should also possess the ability to deal tactfully with the public and co-workers, to exercise good judgment in evaluating situations and making decisions, and to express ideas clearly, concisely, and convincingly.

TRAVEL:

Travel is required, with the percentage varying by the audit division and audit assignment. A substantial percentage of the positions involve travel of approximately fifty percent, generally confined to overnight stays on Monday through Wednesday evenings.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by incumbents within this role. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties or responsibilities associated with the position. Employees may be assigned job related tasks other than those specifically presented in this description.

Please submit resume with unofficial college transcript(s) and contact information for three (3) references to HR.Comptroller@cot.tn.gov.

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: <http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.